

**Tacoma Public Library  
Gifts and Donations**

**Management Services Policy**

**July 17, 2019**

Tacoma Public Library (TPL) encourages the interest and investment by citizens and organizations through contributions of book or non-book materials and appropriate gifts that help enrich and improve the Library's resources. TPL welcomes gifts and/or donations of money, books, non-print materials, equipment, furnishings, securities, real property, or buildings. Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. TPL reserves the right to accept or decline donations. TPL will not accept gifts or donations that would be considered a conflict of interest. For example, any person or organization who (1) has existing business with TPL; or (2) is seeking to do business with the TPL. Business with TPL includes, but is not limited to, contracts to provide goods or services to TPL.

***Gifts and Donations of Materials:***

Gifts of miscellaneous books and other materials are accepted with the understanding that materials will be subject to TPL's Collection Development Policy (#10.01). Accepted items are treated in accordance with TPL's policies and procedures with respect to storage, retention, processing, use and disposition. Items not added to collections will be sold, repurposed, or discarded appropriately. Any proceeds derived from any gift will be used at the discretion of the library administration, unless the donor is specific about how the gift or donation is to be used.

***Gifts and Donations of Money, Equipment, Furnishings, Securities, Real Property or Buildings:***

TPL welcomes gifts and/or donations of money, including bequests made through a will or a trust, to supplement and enhance its collections, to support operations or programs, to enhance facilities or to provide general support.

***Gifts of items or Money for a specific intent:***

TPL welcomes gifts of money or items with a specific intent to support a particular type of library material, service, program, or library location. Donors may indicate how they would like the money or items to be used by TPL. Gifts valued at \$99 and below will receive a receipt at the branch; items \$100 and above will be referred to the business manager and submitted for acknowledgement by Board of Trustees resolution. TPL will not accept a gift if the donor's wishes cannot be carried out successfully by the Library or do not fall within the mission, goals and objectives of the Library.

***Solicitation of gifts and/or donations:***

TPL staff may solicit businesses, clubs, non-profit agencies and other entities for gifts and/or donations in support of the library or library programs.

***Donations of Art Objects and Artifacts:***

TPL welcomes gifts/donations of art and artifacts of local interest to the community, of a professional quality, well executed and in good condition. Like all other gifts, art objects will be accepted only with the donor's full agreement that the Library will be the owner of the items once donated. Use of artwork, such as location and length of display, shall be determined by TPL. TPL will work to retain all art accepted as gifts when in the best interest of the Library.

Potential donors of art and artifacts are encouraged, but not required, to discuss any possible gifts with the Director or their designee. The final decision on their acceptance rests with the Director.

Please refer to the TPL Procedure for Acceptance of Gifts.